

Tennessee Department of Transportation Long Range Planning Division

Position Opening

The Tennessee Department of Transportation Long Range Planning Division is accepting applications for a **Community Transportation Planner 1** position in the Long Range Planning Division's Office of Community Transportation, located in *Knoxville*.

Application for the Community Transportation Planner 1 position requires completion and submission of the following three items:

- 1. Letter explaining applicant interest in the position.
- 2. Resume that is a maximum of two pages.
- 3. Written responses to the four application questions listed on Page 3 of this document.

The three items should be emailed to Ms. Delores Townsend, Administrative Assistant, by 4:30 p.m. Central Daylight Time on Friday, October 11, 2013.

Delores Townsend can be contacted at Delores. Townsend@tn.gov and 615-741-3421.

Please contact the following individual with questions about the position openings.

Ms. Tanisha Hall Director, Long Range Planning Division
<u>Tanisha.Hall@tn.gov</u>
615-741-3421

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Minimum Qualifications for a Long Range Planning Division Community Transportation Planner/Transportation Coordinator 1

Bachelor of Science Degree in Planning or related field from an accredited college or university and two (2) years of planning experience.

<u>Or</u>

Master's Degree in Planning or related field from an accredited college or university

This is an Executive Service position.

Position Description:

The Long Range Planning Division Community Transportation Planner 1 will assist in the Division's development and implementation of strategies that coordinate the State's land management and transportation infrastructure needs.

- Assists in the development of guidelines for coordination of land use and transportation decisions between state and local entities.
- Assists in the development of rural regional transportation plans, major thoroughfare plans, corridor management agreements, and statewide access management plans.
- Provides technical assistance to local community partners, Metropolitan Planning Organizations and Rural Consultation Organizations.
- Participates in regular collaborative opportunities with metropolitan transportation planning organizations, rural transportation consultation organizations, cities, and counties.
- Reviews new and established federal, state, and local plans and policies and makes recommendations for implementation.

This position will require occasional statewide travel.

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Application Questions for Long Range Planning Division Community Transportation Planner 1

Please use a separate sheet for each question.

When answering the application questions, you should use examples of work related experiences. If you do not have appropriate work related examples, non-work related examples are acceptable.

- 1. Describe two or three major trends in transportation and land use planning.
 - Do you see any of these trends in Tennessee? Explain.
 - What are some of the biggest challenges coordinating land use and transportation?
- 2. Give an example of a transportation planning idea or improvement that you had and how did it make a difference in the community that you were serving?
- 3. Give a specific example of a situation in which you had to deal with conflict when working with the public.
 - Describe in detail how you handled both the person(s) and the situation.
 - How did this affect the overall outcome of the situation or issue?
 - How did you document and communicate the outcome?
- 4. Provide a few detailed examples of professional and/or self-improvement skills that you developed or enhanced over the past two years.
 - Were these skills prerequisites of your current position?
 - How have these skills assisted you in the performance of your current job responsibilities?

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